

AUBURN AIRPORT ADVISORY BOARD MINUTES FOR FEBRUARY 17, 2016

BOARD MEMBERS PRESENT:

Mark Babcock-Chair
John Theisen-Vice Chair
Don Peters
Sparrow Tang
Gary Gustafson

CITY STAFF PRESENT:

Kevin Snyder – COA Community Development & PW Director
Ingrid Gaub – COA Assistant Dir. Engineering/City Engineering

COUNCIL LIASON:

Bill Peloza

VISITORS:

Bob Jones
Bob Myers, tenant
Gary Miller - tenant
Rock Snodgrass – AHOA*
Fred Poe
Mike Latta – WPA**

AIRPORT MANAGEMENT PRESENT

Jamelle Garcia
Kasey Maiorca
Linda Eskesen

MEETING DATE: February 17, 2016

TIME: 7:30 A.M.

PLACE: Auburn Municipal Airport, 506 23rd St. NE., Conference Room 1

INTRODUCTIONS:

APPROVAL OF MINUTES: A motion was made and seconded to adopt the Advisory Board minutes of October 21, 2015.

PRESENTATIONS AND ROUTINE REPORTS:

1. FOLLOW UP ON PUBLIC COMMENTS FROM PREVIOUS MEETING: none
2. NEW MEMBER INTRODUCTIONS: Chairman Babcock introduced new AAB members: Sparrow Tang from Cascade Helicopters and Gary Gustafson airport tenant.
3. NAMING NEW VICE CHAIR: Chairman Babcock asked John Theisen to be the vice chair and he accepted.
4. WORKING CAPITAL STATEMENT: Mr.Snyder presented a preliminary working capital draft for 2016.
5. CAPITAL IMPROVEMENT PLAN/CAPITAL FACILITIES PLAN: Information was handed out by Mr. Snyder, a discussion by the AAB members ensued. Additional information will be available at the next meeting.

CURRENT PROJECTS:

6. ROW 3 HANGAR IMPROVEMENT: Ms. Gaub stated the City is working to complete a punch list from CSC.
7. AIRPORT ASPHALT REPAIR AND SEAL: Striping repair to be completed as soon as weather permits. A question was asked regarding removal of grit from the slurry coat; Mr. Maiorca said a sweeper will be out as soon as the weather is favorable.
8. RUNWAY ENHANCEMENT – ENVIRONMENTAL ASSESSMENT: The City and Century West are in the process of Phase 1 of the runway enhancement. The FAA has identified three potential wetlands, two between the runway and taxiway and one on the west side.
9. JET A FUEL SERVICE AT AUBURN: Mr. Maiorca states AMG is looking into short term solution for Jet A fuel service. Mr. Snyder advised City staff is working on environmental requirements for both long and short term solutions.

10. ON-GOING BUSINESS DEVELOPMENT: Discussion of aviation business opportunities, Mr. Snyder will schedule a meeting with City Economic Development Manager, Aviation Management Group and himself.

11. AIRPORT BRANDING: No report.

12. GENERAL AIRPORT EVENTS: Pancake breakfasts hosted by Washington Pilots Association are tentatively scheduled for May and August.

13. AGIS STUDY: The stage one airport site, work has been completed. Additional on -site work will begin spring or early summer. Mr. Snyder handed out additional information from Century West to the AAB members regarding the process of AGIS.

BOARD GUIDANCE AND INFORMATION ITEMS:

14. AIRPORT MANAGER'S REPORT:

Topic B: Occupancy Report

TYPE	TOTAL/OCCUPIED	PERCENTAGE	CHANGE
Open Hangar	68/67	99%	-1
Open Twin Hangar	6/5	83%	-1
Row 3	17/17	100%	0
Row 9 & 10	40/40	100%	0
Row 2	14/14	100%	0
Tie Down	89/46	51%	0
Storage Units	17/14	82%	0

Topic C: Fuel Prices

Fuel price at Auburn \$3.99 credit and \$3.89 cash.

15. AMG CHANGING FUEL SUPPLIER: Aviation Management Group changed fuel vendors from Epic to Shell.

SCHEDULE FOR UPCOMING MEETINGS:

Special Board Meeting – March 16th, 2016 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002. Special meeting called by Chairman Babcock regarding Master Plan review.

Regular Board Meeting – May 25th, 2016 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

Regular Board Meeting – August 17th, 2016 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

Regular Board Meeting – November 16th, 2016 7:30 AM: Auburn Airport Office Conference Room 1, 506 23rd St. NE, Auburn, WA 98002

ADJOURNMENT OF MEETING – 9:45 AM

Respectfully submitted,

Aviation Management Group, LLC

253-333-6821

On behalf of the City of Auburn

* Auburn Hangars Owners Association

** Washington Pilots Association, Green River Chapter